

Bulletin Number	14679BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	PROCUREMENT ASSISTANT II
Exam Number	R2346G
Filing Type	Open Continuous
Filing Start Date	01/15/2013
Salary Type	Monthly
Salary Minimum	3313.36
Salary Maximum	4334.64
Benefits Information	<p>Represented Employees</p> <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p>Supervises procurement and procurement-clerical positions engaged in procuring supplies, equipment, and services for a County department or independently manages a specialized or complex procurement assignment for a County department. Positions allocable to this class report to a higher level materials or departmental manager and are typically responsible for supervising the procurement of a variety of technical items which requires substantial participation in locating sources of supply, making comparative evaluations of quality and features, and in developing product and equipment specifications. Also allocable to this class are positions which in addition to meeting the basic standards for allocation to Procurement Assistant I, have comprehensive responsibility for the supply functions of a department, including warehousing and property custody. Individual positions within the class of Procurement Assistant II may also be allocated for certain non-supervisory assignments which require the incumbent to exercise a high level of independence of action and delegated management authority in such assignments as capital project procurement with authority to represent the Department to the CEO and other County departments on a range of procurement issues, in addition to responsibility for complex specification development, bid review, vendor contact, expenditure reconciliation and regular management reporting or comprehensive</p>

responsibility for procurement of goods, services, and equipment for multiple departmental sites. Positions allocable to Procurement Assistant II must have the ability to access and retrieve information using a video display terminal, utilize common word processing, procurement, and warehousing programs, and have the ability to communicate with vendors and others on product technical specifications and other factors. These positions must have effective verbal and written communication and basic keyboarding skills and skill in exercising the basic principles of supervision.

Essential Job Functions

- Supervises procurement processes and the clerical processing of procurement documents, following up on delays, and the maintenance of related records and controls throughout the acquisition process.
- Ensures compliance with established County and departmental purchasing policies and procedures.
- Arranges for demonstrations of equipment and supply items by vendors ensuring the appropriate adherence to all safety precautions by County and vendor personnel.
- Arranges for and coordinates the testing of competitive products by operating units and prepares reports of findings on comparative costs, relative efficiency, labor savings, etc.
- Supervises and participates in the writing of specifications including complex, technical product specifications.
- Evaluates equipment which operating units wish to replace, and recommends replacement or continued use.
- Participates in project development, making recommendations for time-sensitive, cost-effective acquisitions and processes.
- Interacts with department management, other County Departments and vendors.
- Makes budget expenditure recommendations.
- Oversees procurement activity for multiple sites/ programs as needed.
- Oversees or conducts consumption studies and prepares reports on current and contemplated usage of items and observations of operating units.
- Directs the canvassing of vendors to locate items which are out of production or are in short supply,

- obtaining prices, discounts, and delivery dates.
- Prepares letters to justify acceptance of bids other than the lowest submitted.
- Reviews reports of goods received and inspects merchandise to verify conformance to purchase order specifications.
- Reviews requisitions for supplies, querying operating units regarding necessity for quantities requested.
- Supervises warehousing and property custodial functions.

Requirements	<u>MINIMUM REQUIREMENTS:</u> One year of procurement experience at the level of Procurement Assistant I*.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*In the service of Los Angeles County, a Procurement Assistant I performs a full range of journey-level functions in the regular and emergency procurement of supplies, equipment and services for a County department.

Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification register until the required experience is fully met.

Verification of Experience: Verification of Experience Letter (VOEL) **WILL NOT BE ACCEPTED** for this examination. VOEL previously submitted for other examinations will also not be considered. The education and experience listed on your application is **SUBJECT TO VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION**.

Examination Content This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Office Practices and Procedures
- Customer Service
- Supervision
- Achievement and Orientation
- Dependability
- Customer Service Potential
- Customer Focus
- Conscientiousness, and
- Retention

The written test is tentatively scheduled to be administered starting February 6, 2013.

NOTE: Applicants that have taken identical written tests for other exams (e.g., Clerical Series, Exam No. 221; Forensic Attendant, Exam No. 237; Head Clerk, Exam No. 181; Intermediate Supervising Clerk, Exam No. 157; Payroll Clerk I, Exam No. R1331E; Payroll Clerk II, Exam No. R1334E; Secretary I, Exam No. R2094E; Secretary II, Exam No. R2095F; Secretary III, Exam No. R2096E; Secretary IV, Exam No. R2097E; Secretary V, Exam No. R2098F; Senior Clerical Series, Exam No. 123; Senior Secretary I, Exam No. R2100B; Senior Secretary II, Exam No. R2101F; or Senior Secretary III, Exam No. R2102K, Tax Services Supervisor I, Exam No. B1369G; Tax Services Supervisor II, Exam No. B1370D) within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. In addition, requests for handscoring for this examination will not be granted.

Applicants must meet the minimum requirements and receive a passing score of 70% or higher on the examination in order to be placed on the eligible register.

Applicants who have not participated in the above mentioned exams and are also concurrently applying for Procurement Aid, Exam Number R2343H; Procurement Assistant I, Exam Number R2344F; Warehouse Worker Aid, Exam Number R2329J; Warehouse Worker I, Exam Number R2331J; and Warehouse Worker II, Exam Number R2332F; will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

Special Information

TEST PREPARATION RESOURCES ARE
AVAILABLE TO HELP CANDIDATES PREPARE
FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:
<http://hr.lacounty.gov>
Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website:
http://www.shldirect.com/practice_tests.html

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County departments as they occur.

Eligibility Information

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Available Shift

Day

Job Opportunity
Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Application and Filing Information

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE (via electronic submission) ONLY. Facsimile and hard copy applications will not be accepted.

We must receive your application by 5:00p.m., PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads "APPLY TO JOB" so you can apply online and track the status of your application and get notified of your progress by email.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any job experience you include. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edegua@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Clerical
Job Type	Administrative Support

